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| **HANIFI ALTINSOY**  **Translator-Interpreter-Language Expert** |

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| **Address:**  **Office**: Caferaga Mah. Nail Bey Sk. No: 7 K:2 Ofis:11 Kadıköy Istanbul TURKEY  **Home**: Cumhuriyet Mah. Hakan Sk. No:5/5 Üsküdar İstanbul TURKEY  **Contact Information:**  +90 (532) 587 79 76 (Cell.)  +90 216 650 86 21 (Home)  E-Mail: hanifialtinsoy@gmail.com |

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| **JOB EXPERIENCE:** | 1993 – Present  I have been working as full time freelance translator /interpreter since 1997.  I have been serving as freelancer for Immigration Consultant based in Istanbul. We successfully completed tens of projects for immigrants to Canada. For that company I translated any kind of financial statements, balance sheets, income statements, annual reports, etc. documents. I also served as language expert in the courts and notary offices in Istanbul and Turkey and I have been endorsed by the Ministry of Justice of Turkey as an expert.  I have more than 20 years of experience as freelancer and I have extensive experience in business, finance, financial statements, stock exchange, money markets, futures, for-ex markets, exchange markets, accounting, tourism, contracts, agreements, annual reports, international trade documents, insurance reports, IT, e-commerce, communication, investment, money markets, securities, taxation, product specifications, technical documents, manuals, tender documentation,  I successfully completed internet, IT, machine translation post-editing, subtitling, proofreading, communication projects of translation offices.  I also translated tens of thousands words of legal documents, powers of attorney, authorization certificates, court decisions, arbitration documents, contracts, rental contracts. Again, for translation agencies I translated tens of thousands of words of payrolls, balance sheets, income statements, annual reports, trial balances, annual tax returns, history of account, financial rating documents, tax incentive documents, import and export documentations and declarations, customs declarations and customs clearing certificates, certificate of analysis, free sales certificates.  Currently I collaborate with translation offices for their day-to-day translation jobs including certificates, passports, transcripts, diplomas, rental contracts, residency certificates, good conduct certificates, utility bills, military discharge certificates, bank receipts, letters of reference, employment certificates, social security documents, title deeds, driving licenses, motor vehicle registration documents, etc.  I also attended and served as interpreter in more than ten trade exhibitions, business meetings, court hearings, business visits, audit visits, company trainings, company presentations, press conferences at home and abroad. |

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| **EDUCATION:** | **1985-1990**  **Bachelor’s Degree**  Ege University  Faculty of Communication  Radio-TV Department |
| **CERTIFICATION/**  **STANDARDS:** | Notary Sworn, Language Expert for English translation endorsed by Turkish Ministry of Justice, Interpreter for Canadian Immigration Interviews Abroad. |

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| **CAT Experience** | SDL Trados for more than 5 years |
| **LANGUAGES:** | English (advanced), Turkish (native), German (intermediate) |
| **COMPUTER KNOWLEDGE:** | Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Microsoft Word, Microsoft Excel, MovieMaker, Powerpoint |
| **PERSONAL INFORMATION:** | Place and date of birth: KIGI, TURKEY, 02.05.1968 |
| **COMPANIES WORKED AS FREELANCER:** | Unilever, Brother, Vodafone, Bigword, Accenture, Turtle Wax Inc., Sen-International, Car Freshner, Nokia, Samsung, Astonish, Akfen, TAV Holdings, Ataturk International Airport, ETS Tours, LR International, Türk Telekom, Garanti Bank BBVA, Türkiye İş Bankası, Akbank, Sinyal Elektronik, Doganer Otomotiv, National Geographic, GE, Ford Motors, Maersk, DHL, Turkish Standards Institute, Turkish TV Channels for Subtitling, Courts at any level, Ministry of Justice of Turkey, Ministry of Communication, … |

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| **REFERENCES AS TRANSLATION OFFICES:** | **Bilgi Translation Office**  Emine ÖZDEMİR  +90 216 414 29 72  info@bilgitercüme.com  www.bilgitercume.com |
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